

Instructions for U UWomenspirit online registration

Our online registration is brought to you by The Mountain Retreat and Learning Center. If you need more detail or if you encounter a problem, contact Linda Sterner, U UWomenspirit registrar, at registrar@uuwomenspirit.org or 336-407-5622. Happy registering to ALL you beautiful women.

In order to receive the member discount of \$20 per program, you must first pay your annual membership dues. You can no longer pay dues during registration. If you have not paid your dues and want the member rate, go to uuwomenspirit.org and click Join. If you are not sure whether you paid your dues this year, contact Linda Sterner, Membership Coordinator, at membership@uuwomenspirit.org.

Register for Institute only, Gathering only, or both.

NOTE: Throughout the registration forms, fields with an asterisk and the name in red are required fields. When you fill the field, the name will turn from red to black.

1. Go to themountainrlc.org (or click the link in the instructions on the uuwomenspirit.org website)
2. Click **Register** on the menu bar.
3. Click **Continue to Registration**.
4. A new window will open with the title *Camper Account Login Page*.
 - a. If you attended the Fall 2012 event or any event since then, you already have a username (**do not create a new one!**). Enter your Username and Password. Click the **Login** button.
 - b. If you have never attended a U UWomenspirit event or you last attended before Fall 2012, click the **Create New Account** button. Click the **Save/Next** button until you get back to the Dashboard.
5. You will see the Dashboard, which contains all your pertinent data.
6. Make sure your information is correct. Click on a tab (Personal, Address, Phones, Emails) to check your information and make any changes.
7. In the *Enrollment* section, click the **Add New Program** button.
8. Click the **Save/Next** button (ignore the Group ID box).
9. *Get Program Classifications* page: Click **Other Retreats** (or nothing). Click the **Save/Next** button.
10. *Registration Selections* page: Scroll down to the U UWomenspirit event. Select your choice of Institute and Gathering, Institute only, or Gathering only. Click the **Save/Next** button.
11. *Program Add-On Selections* page: **SELECT MANDATORY PROGRAM FEE(S)**, make a donation to the scholarship fund, select event t-shirts or other merchandise, request a private room IF AVAILABLE, and add additional nights (Tues or Sun). Click the **Save/Next** button.

IMPORTANT. Starting with the Fall 2018 event, the U UWomenspirit program fee is separate from The Mountain fee. Please make sure you check MANDATORY Program Fee so that you will be registered for the U UWomenspirit event.

12. *Required forms for Registration* page: There are links to forms on this page. Click the link and enter the information on the form. After you complete a form, the red x changes to a green check.
 - a. *U UWomenspirit General Info*: Check the box if you would like to be a Big Sister to a newcomer. If you do **NOT** want your name and contact information listed in the Participant Directory, check the box. Click the **Save/Next** button to return to the *Required forms for Registration* page.
 - b. *U UWomenspirit Track Selection*: If attending the Institute, select a first and second choice Track. Click the **Save/Next** button to return to the *Required forms for Registration* page.
 - c. *U UWomenspirit Gathering Workshop Selection*: If attending the Gathering, select a first and second choice for a morning and an afternoon workshop. If you select an all-day workshop for the morning, select the same workshop for the afternoon. Click the **Save/Next** button to return to the *Required forms for Registration* page.

Instructions for UUWomenspirit online registration

- d. *Housing Options:*
 - i. Click the arrow and select your housing choice. Note that if you skip this page, you will be assigned whatever housing is available. Click the **Save/Next** button.
 - ii. Provide specific room request or mobility needs. Click the **Save/Next** button to return to the *Required forms for Registration* page
- e. *Dietary Preferences:* The only required item on this page is Food Allergies & Dietary Preferences. If you have none, make sure you check the **None** box. Filling in other information will be helpful for The Mountain staff. Click the **Save/Next** button to return to the *Required forms for Registration* page
13. *Required forms for Registration* page: If there is a green check and a message in green on the right, click the **Save/Next** button. If a message is red, click the blue link to finish the missing form.
14. *Cabin Mate Requests* page: Enter the first and last name of any cabin mates. Leave the Cabin Mate Parent Email box blank. If you have more than 3 cabin mates, just put one woman (first and last name) in the First Name box and/or Last Name box. Click the **Save/Next** button.
15. *Request Discount(s)* page: If you are eligible for a credit (Track Leader, Workshop Leader, Chaplain, PC, CoCo), check the appropriate box. Contact the registrar once you have enrolled, so that she can approve the requested discount before you pay.

IMPORTANT. You must request the member discount on this page to receive the member rate. You can no longer pay dues during registration. If you have not paid your dues and want the member rate, go to uuwomenspirit.org and click Join. If you are not sure whether you paid your dues this year, contact Linda Sterner, Membership Coordinator, at membership@uuwomenspirit.org.

Do **not** check the New Camper Referral Discount. This is something The Mountain is doing and is not available for our event. Click the **Save/Next** button.

16. *What would you like to do?* page: Click the **View Dashboard** button.
17. In the *Financial* section, click the **Make Payment** button. If you want to review your selections, click the **View Transactions** button.
 - a. If the amount is correct and you are ready to pay, click the **Payment Options** tab.
 - b. Review the *Payment Summary* section. Click the circle next to your payment method.
 - c. Enter information in the **Details** section. If you requested the member discount or a leadership credit that has not yet been approved, you can pay the minimum payment amount. Click the **Save/Next** button.

NOTE: If you choose Credit Card or eCheck, your registration will be complete right now. If you choose Mail-In Check, your information, including your Track/Workshop choices, will not be processed until the check arrives at The Mountain, which means it is possible that your track or workshop might be full.
18. *Payment Acknowledgement* page: You will see the message "Thank you for your registration! Your online payment has been received."
19. Click the **Dashboard** button to return to your Dashboard. Make sure it shows **Registered** in the *Enrollment* section.
20. **Congratulations! You are now registered.** You will receive a confirmation email the day after you register AND an email with your track and workshop assignments about 2 weeks before the event.

We appreciate your feedback to help us improve our online registration process.

Blessed Be,

Linda Sterner, UUWomenspirit Registrar, registrar@uuwomenspirit.org